

**BY ORDER OF THE COMMANDER
80TH FLYING TRAINING WING
(AETC)**

**80 FLYING TRAINING WING
MANUAL 36-2801**

17 JUNE 2014

Personnel

AWARDS PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decorations Program*. It establishes guidelines for the 80th Flying Training Wing Quarterly and Annual awards program. The objectives of this program are to provide recognition, foster morale, incentive, esprit de corps, and instill a positive attitude. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are 10 U.S.C. Chapter 857, Decorations and Awards and E.O. 9397. Forms affected by the Privacy Act of 1974 have an appropriate Privacy Act statement. System of records notice F036 AF PC V, Awards and Decorations, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication* through the appropriate chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Waiver authority for this publication is the 80 FTW/CCC.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision incorporates awards which were not included in the last revision.

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Section A - Awards Programs, Categories, and Eligibility:

1.1. Award Programs: The 80 FTW Quarterly and Annual Awards Programs are designed to provide recognition, foster morale and esprit de corps, and instill a positive attitude. Each squadron is encouraged to develop its own recognition program to complement this program.

1.2. Award Categories:

1.2.1. Quarterly Awards Categories:

1.2.1.1. Airman: Airman Basic (AB)-Senior Airman (SrA)

1.2.1.2. Noncommissioned Officer (NCO): Staff Sergeant (SSgt)-Technical Sergeant (TSgt)

1.2.1.3. Senior Noncommissioned Officer (SNCO): Master Sergeant (MSgt)-Senior Master Sergeant (SMSgt) (Chief Master Sergeant (CMSgt) selects and First Sergeants are not eligible)

1.2.1.4. Company Grade Officer (CGO): 2d Lt-Captain

1.2.1.5. Field Grade Officer (FGO): Maj-Lt Col

1.2.1.6. Civilian Category I. General Schedule (GS) 1 through GS-6. Wage Grade (WG) 1 through WG-10 and any National Security Personnel System (NSPS) equivalent grades.

1.2.1.7. Civilian Category II. GS-7 through GS-10 and any NSPS equivalent grades.

1.2.1.8. Civilian Category III. GS-11 and above and any NSPS equivalent grades.

1.2.1.9. Instructor Pilot (IP)

1.2.1.10. Flight Commander (rated officers only)

1.2.1.11. Cost Conscious Culture (C3) Award – Air Education and Training Command (AETC) nominee

1.2.2. Annual Awards Categories:

1.2.2.1. CGO: 2d Lt-Capt

1.2.2.2. FGO: Maj-Lt Col

1.2.2.3. Civilian Category I. GS-1 through GS -6. WG-1 through WG-10 and any NSPS equivalent grades.

1.2.2.4. Civilian Category II. GS-7 through GS-10 and any NSPS equivalent grades.

1.2.2.5. Civilian Category III. GS-11 and above and any NSPS equivalent grades.

1.2.2.6. Airman: AB-SrA - AETC Outstanding Airman of the Year (OAY) nominee

1.2.2.7. NCO: SSgt-TSgt - AETC OAY nominee

1.2.2.8. SNCO: MSgt-SMSGt (CMSgt selectees and First Sergeants are not eligible) - AETC OAY nominee

1.2.2.9. First Sergeant of the Year – AETC OAY Nominee

1.2.2.10. IP – AETC nominee

1.2.2.11. Flight Commander (rated officers only) – AETC nominee

1.2.2.12. Support Employee of the Year (Officer, Enlisted, or Civilian) – AETC nominee

1.2.2.13. C3 Award – AETC nominee

1.2.2.14. Spouse of the Year – AETC Joan Orr Award nominee

1.3. Eligible Organizations:

1.3.1. 80 FTW staff agencies

1.3.2. 80 OG

1.3.3. 80 OSS

1.3.4. 88 FTS

1.3.5. 89 FTS

1.3.6. 90 FTS

1.3.7. 459 FTS

1.3.8. 469 FTS

Note: 97 FTS personnel compete for awards under their parent organization, the 340 FTG at Randolph AFB, TX, and are not eligible to compete under the 80 FTW Awards program.

1.4. Eligibility. All active duty and civil service members of the 80 FTW are eligible to be nominated for quarterly and annual awards, regardless of nationality, provided they meet the following requirements:

1.4.1. Must have served the majority (at least 51%) of the competition quarter/year in the grade/category (US equivalent) in which they are competing.

1.4.2. Must have been assigned to the 80 FTW for the majority (at least 51%) of the competition period for the award in which they are competing.

1.4.3. Must not have served a punishment under a conviction by court-martial, Article 15, Letter of Reprimand, Letter of Counseling, nor have any type of written punishment during any part of the award period.

1.4.4. Must not possess a current Unfavorable Information File.

1.4.5. Must have a current, passing score on their AF fitness test (applies to active duty USAF personnel only) through the entire period of nomination.

1.4.6. Civilians must not be on a Performance Improvement Plan.

Section B - Responsibilities

2.1. 80 FTW/CCC will:

2.1.1. Administer the 80 FTW Awards program.

2.1.2. Coordinate wing suspense for quarterly and annual boards (enlisted and civilian categories).

2.1.3. Provide SharePoint access and post score sheets (see Attachment 2), selection instructions, and nomination packages via consolidated .pdf to board members.

2.1.4. Coordinate nomination packages sent to AETC A2/3/10 (as applicable).

2.1.5. Appoint Project Officer for the 80 FTW Annual Awards Ceremony.

2.1.6. Solicit members for enlisted and civilian boards.

2.2. 80 FTW Director of Staff (80 FTW/DS) will:

2.2.1. Coordinate wing suspense for quarterly and annual boards (officer, C3, Spouse, and Support Employee categories).

2.2.2. Provide SharePoint access and post score sheets (see Attachment 2-4), selection instructions, and nomination packages via consolidated .pdf to board members.

2.2.3. Solicit a Host Squadron and Project Officer for quarterly Warrior Calls.

2.2.4. Coordinate with Operations Group Scheduling (OGS) for best dates for Warrior Call

2.3. Appointed Project Officer (Quarterly Warrior Call) will:

2.3.1. Coordinate with 80FTW/CCEA for most current guidance/recommendation.

2.3.2. Reserve the Sheppard Club or alternate venue for the Warrior Call.

2.3.3. Secure a guest speaker and organize host squadron gift presentation.

2.3.4. Coordinate audio-visual (public address, microphones, slides and music if needed) with Audio-Visual Information.

2.3.5. Provide Wg/CC a pre-events brief at least 1 week prior to Warrior Call.

2.3.6. Provide 80FTW/DS an after-action report within 1 week after Warrior Call.

2.3.7. Coordinate with 80 FTW Protocol and 80 FTW Public Affairs as required.

2.4. Appointed Project Officer (Annual Awards) will:

2.4.1. Reserve the Sheppard Club or alternate venue for the awards banquet.

2.4.2. Coordinate the menu choices, table arrangements, event advertising, and collecting reservations/payment for the Annual Awards banquet.

2.4.3. Coordinate posting of national flags.

2.4.4. Coordinate audio-visual (public address, microphones, slides and music if needed) with Audio-Visual Information.

2.4.5. Coordinate the presentation of additional gifts with local sponsors and invite them - the Annual Awards banquet.

2.4.6. Route AF Form 833 and coordinate with 82 TRW Public Affairs (82 TRW/PA) to ensure names and photographs of award winners are published on the base website.

2.4.7. Coordinate with 80 FTW Protocol and 80 FTW Public Affairs as required.

2.4.8. Solicit one enlisted and one officer emcee for the Annual Awards Ceremony.

2.5. 80 FTW/CCEA will:

2.5.1. Order Quarterly Awards in time to present at Warrior Call.

2.5.2. Coordinate additional gifts including letters of congratulations, passes, time off for civil service winners (civilian time off awards are subject to approval from AFPC to grant such awards for civilians), incentive flights, simulator flights, etc. at the discretion of the wing commander.

2.5.2.1. Squadron Quarterly Award Winners are authorized a 1-day pass (military) or 8-hour time off award (civilian).

2.5.2.2. Wing Quarterly Award Winners are authorized a 2-day pass (military) or 16-hour time off award (civilian).

2.5.2.3. Squadron Annual Award Winners are authorized a 2-day pass (military) or 16-hour time off award (civilian).

2.5.2.4. Wing Annual Award Winners are authorized a 3-day pass (military) or 24-hour time off award (civilian).

Note: The time off awards are only guidelines and are not mandatory or cumulative. For example, a squadron quarterly award winner who also wins the wing quarterly award can only receive a 2-day pass (military) or 16 hours of time off (civilian). Time off passes will not be granted until after the wing award winners are announced. Non-US award winner commanders must coordinate with the appropriate Senior National Representative to determine what is authorized and suitable.

2.5.3. Coordinate the presentation of additional gifts with local sponsors and invite them to the quarterly Warrior Call.

2.5.4. Maintain a visual display of 80 FTW Annual Award winners in the lobby of Building 2322.

Section C –Quarterly Awards Program

3.1. Quarterly Awards Timeline: The 80 FTW/CCC will send the notification message to the squadron commanders, 80 FTW/DS, group and wing executive officers NLT 7 days before the end of the quarter. Based on routine Thursday Wg/CC meetings, all nomination packages for wing competition must be loaded into SharePoint as follows, unless modified by the CCC:

3.1.1. First Quarter, January-March: Due on SharePoint no later than the **First Thursday of April**.

3.1.2. Second Quarter, April-June: Due on SharePoint no later than the **First Thursday of July**.

3.1.3. Third Quarter, July-September: Due on SharePoint no later the **First Thursday of October**.

3.1.4. Fourth Quarter, October-December: Due on SharePoint no later than the **Last Thursday prior to holiday break, assuming Friday is available for .pdf distro**. DS and CCC will distribute info to board members on following Friday to allow time for review prior to board.

Table 3.1 Quarterly Awards Timeline

Day	Task	Agency Responsible
No Later Than 7 days before close of Quarter	Send suspense/reminder to Sq/CC's, 80 FTW/DS, 80 FTW/CCE & 80 OG/CCE for nomination packages to be uploaded to Awards Program SharePoint site.	80 FTW/CCC
Suspense Set in para 3.1 or modified by 80 FTW/CCC	Nomination Packages uploaded to Awards Program SharePoint site	80 FTW/CCC, 80 FTW/DS, 80 OG/CCE, Sq/CCEs, or representative
The day after awards are uploaded to the SharePoint site	Airman, NCO, SNCO, and Civilian 1206's are compiled into separate .pdf's and sent to 80 FTW/CCC for distribution to boards. All other 1206's are compiled into one .pdf and sent to 80 FTW/DS.	80 FTW/CCEA
Thursday following nomination submissions	Officer board meets on Thursday following the Wg/CC meeting.	
Upon Completion of Board	80 FTW/CCC & 80 FTW/DS present final results from boards for compilation/coordination through 80 FTW/CV and for approval from 80 FTW/CC	80 FTW/DS

3.2. Selection for all 80 FTW award categories will be done by package review. Enlisted categories will include an in person interview as well. More specific details on the selection board are included in *Section E*. Squadron commanders will determine the method of selection at their level. The FTW/DS and OG/CD will determine the method of selection for wing and group staff personnel respectively. Score sheets for all categories can be referenced in Attachments 2–4 and should be uploaded to SharePoint by the squadron or staff from which they are being nominated.

3.3. Format: Naming convention for files uploaded to SharePoint is as follows: Category_Squadron_Name (e.g. NCO_89_Jones; CGO_OSS_Smith). The Warrior Call will be

held near the last **Friday of the month** following the award period (based on OG Scheduling forecast and coordination with the DS).

3.4. Nominations for all categories will be submitted on the most current version of AF IMT 1206, *Nomination for Award*, in bullet format. A maximum of 10 lines (8 for C3), not including headings (i.e. 10 lines of accomplishments, plus headings and acronyms) will be used for these quarterly awards. Accomplishments must have occurred during the quarter in which the individual is being nominated. Non-standard, uncommon acronyms and abbreviations may be used, but there must be a legend (with definitions) listed on the AF IMT 1206 (below the bullets) for board members use. **Limit the use of acronyms and abbreviations.** Single space lines within each category, double space before each new heading.

3.4.1. Use the following headings for Enlisted, CGO, FGO, and Civil Service Civilian categories:

3.4.1. Leadership and Job Performance in Primary Duties.
(Minimum and Maximum of 6 lines)

3.4.2. Significant Self-Improvement.
(Minimum and Maximum of 2 lines)

3.4.3. Base or Community Involvement.
(Minimum and Maximum of 2 lines)

3.4.4. Acronyms
(As Required)

3.5. Flying Training Awards: Designed to recognize outstanding instructional performance and flight commanders. Any active duty pilot (rated officer) from any nation may be nominated for the IP or Flight Commander Awards.

3.5.1. Use the following headings for IP and Flight Commander categories:

3.5.1.1. Job Performance
(Recommend 6 lines)

3.5.1.2. Impact on the Training Environment
(Recommend 2 lines)

3.5.1.3. Professional Qualities
(Recommend 2 lines)

3.6. AETC C3 Award: This award recognizes one individual or team who contributed to AETC strategic objectives and demonstrated key principles of developing a cost conscious culture to achieving savings.

3.6.1. Eligibility: Nominations may be selected from active duty and DoD civilian employees.

3.6.2. Criteria: The nominating organization must define the scope and the impact of the nominee's efforts that substantially contributed to achieving real/tangible savings, supporting a cost conscious culture in the overall success of the unit, AETC and the Air Force. The award should focus on the efforts of cost savings but can include cost avoidance. Simply put, cost savings are reductions in the number of dollars/resources needed to meet mission requirements by executing a certain process or function. Cost avoidance is cost reductions that are not savings. These include, but are not limited to, improvements in efficiency, reductions in unit cost, and reductions in the projected cost of unfunded requirements. This award is not intended to recognize a single or random unfocused act, but rather to acknowledge the long-term, continuing efforts that have significantly and positively enhanced changing unit behavior and shift in organizational culture toward cost consciousness, thereby helping their unit, AETC and the Air Force accomplish its mission.

3.6.3. Submission: The award justification must be entered on the front side of AF IMT 1206, *Nomination Award* in bullet format. Nominations will be 8 lines, not including headings (i.e. 8 lines of accomplishments, plus headings and acronyms) for the quarterly award. Provide factual and substantiated examples of the nominee's significant achievements and performance. Describe how and the extent to which the nominee helped the organization accomplish its' mission. Bullets should be accurate and succinct, and should describe the nominee's contributions to organizational goals. All accomplishments must have occurred during the award period. Title headings will include:

3.6.3.1. C3 Leadership: Provide an explanation of how the individual or team demonstrated the principles of C3 Leadership.
(Recommend 4 lines)

3.6.3.2. C3 in Action. C3 in Action should cover the new ideas, efforts and impacts of ideas to save or avoid costs.
(Recommend 4 lines)

Section D - Annual Awards Program

4.1. Annual Awards Timeline: The 80 FTW/CCC will send the notification message to the squadron commanders, 80 FTW/DS, group and wing executive officers NLT 15 November. Based on routine Thursday Wg/CC meetings, all nomination packages for wing competition must be loaded into SharePoint as follows, unless modified by the CCC:

Table 4.1 Annual Awards Timeline

Day	Task	Agency Responsible
No Later Than 15 November	Send suspense/reminder to Sq/CC's, 80 FTW/DS, 80 FTW/CCE & 80 OG/CCE for nomination packages to be	80 FTW/CCC

	uploaded to Awards Program SharePoint site.	
Suspense Set in para 4.1 or modified by 80 FTW/CCC	Nomination Packages uploaded to Awards Program SharePoint site	80 FTW/CCC, 80 FTW/DS, 80 OG/CCE, Sq/CCEs, or representative
The day after awards are uploaded to the SharePoint site	Airman, NCO, SNCO, and Civilian 1206's are compiled into separate .pdf's and sent to 80 FTW/CCC for distribution to boards. All other 1206's are compiled into one .pdf and sent to 80 FTW/DS.	80 FTW/CCEA
Thursday following nomination submissions or return from break	Boards meet on Thursday following the Wg/CC meeting.	80 FTW/CCC
Upon Completion of Board	80 FTW/CCC & 80 FTW/DS present final results from boards for compilation/coordination through 80 FTW/CCC and 80 FTW/CV and for approval from 80 FTW/CC	80 FTW/DS

4.2. The 80 FTW Annual Awards will be based on calendar year (1 January-31 December). With the exception of the Flying Training Awards, Annual Flying Training Award 1206's are due on SharePoint NLT the 1st Thursday of December. The awards criteria and suspense time for the 80 FTW annual awards will be modified as required to ensure deconfliction from the holiday stand down and to allow time for HHQ award package submission. Annual nomination packages are due NLT **the Thursday prior to the holiday stand down for Friday board distribution**. Notification and suspense will be sent to the group and wing executive officers in advance. The annual awards board will be held **following the holiday stand down** or as directed by wing or HHQ suspense's.

4.3. Annual Award Selection Process: Selection for all annual 80 FTW awards will be done by package review (enlisted categories will include an in person interview as well). More specific details on the enlisted category interviews are included in *Section E*. Higher Headquarters (HHQ) awards criteria will be considered by 80 FTW selection boards in order to provide the most competitive nominees for HHQ awards. Squadron commanders will determine the method of selection at their level. The DS and OG/CD will determine the method of selection for wing and group staff personnel respectively. Score sheets for all categories can be referenced in Attachments 2-4.

4.4. Nominations for all categories will be submitted on the most current version of AF IMT 1206, *Nomination for Award*, in bullet format. Nominations for most will be 27 lines, not including headings (i.e. 27 lines of accomplishments, plus headings and acronyms). **NOTE:** HHQ award call message guidance will override 80 FTW guidance for both content and format. Non-standard, uncommon acronyms and abbreviations may be used on most, but there must be a

legend (with definitions) listed on the AF IMT 1206 (on the back of the form) for board member use. Limit the use of acronyms and abbreviations. Single space lines within each category, double space before each new heading.

4.5. Format: Naming convention for files uploaded to SharePoint is as follows: Category_Squadron_Name (e.g. CGO_89_Jones; FGO_OSS_Smith). The Warrior Call will be held near the last **Friday of the month** following the award period (based on OG Scheduling forecast and coordination with the DS).

4.6. Use the following headings for Enlisted, CGO, FGO, and Civil Service Civilians categories:

4.6.1. Leadership and Job Performance in Primary Duties.
(Minimum and Maximum of 17 lines)

4.6.2. Significant Self-Improvement.
(Minimum and Maximum of 5 lines)

4.6.3. Base or Community Involvement.
(Minimum and Maximum of 5 lines)

4.7. 80 FTW Annual Award nominees to HHQ must be 80 FTW Annual Award winners in the same category.

4.8. Prior nomination or winning a quarterly award is not required for an annual nomination. Nominations must include accomplishments during the specific period award assigned to the 80 FTW; however, previous assignment accomplishments may be used as long as those accomplishments occurred during the award period.

4.9. Nomination packages for all enlisted categories, to include First Sergeant of the Year must adhere to and include information contained in AFI 36-2805, and guidance from AFPC through AETC. Packages are due based on suspense from AETC.

4.10. Annual awards will be presented during an annual awards banquet, which is normally held in February, but will be after HHQ Annual Awards announcements.

4.11. AETC Outstanding Airmen of the Year/First Sergeant of the Year: These awards recognize the important contributions exhibited by Air Force enlisted members. Since nominees are representative of the Air Force enlisted force, they must also stand the test of a “whole life/whole career” scrutiny. The “whole life/whole career” screening will be conducted at Air Force level only. Nomination categories are Amn, NCO, SNCO, and First Sergeant.

4.11.1. Eligibility: Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category, not the SNCO category. First Sergeant of the Year Nominees must have held the 8F000 special duty identifier for at least 6-months during the award period. Note: Do not submit nominees who have previously been selected as

last year's OAY. The period of service for this award is 1 January – 31 December. Write-ups must be based upon achievements that occurred ONLY during the calendar year.

4.11.2. Nomination Package (typical; current HHQ guidance takes precedence):

4.11.2.1. A recommendation letter signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director also stating that "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force." This may be delegated to the A1 Directors by the MAJCOM commander.

4.11.2.2. A write-up, limited to 30 lines (including headers, and are to stand alone from the bullets), single-spaced, bullet format (mandatory), size 12 point font, using only the most current AF Form 1206 , nomination for award. Use the Annual Award nomination 1206 format (see Attachment 7). Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. *The use of an acronym list is not permitted.* Nominations must include the following areas and cite examples that occurred only during the award period.

4.11.2.3. A biography, limited to one single-spaced typewritten page (refer to AFI 36-2805, for format).

4.11.2.4. A current Air Force Fitness Management System print out of member's physical fitness history. If member is on a profile include a copy of the members AF Form 422, Physical Profile Serial Report in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 422 must be provided.

4.11.2.5. An official Air Force 5x7 photo in .jpg format, no bigger than 500KB. Photo and uniform requirement: Full length, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.

4.11.2.6. A statement of intent addressed to Air Force Personnel Center's Recognition Programs Section (AFPC/DPSIDR), signed and dated by the nominee (all nominees must sign a statement of intent). The statement of intent will read verbatim: "I have not applied for a commissioning program and, if selected as an OAY, will not apply for a commissioning program until no earlier than 1 March following notification of OAY selection." "If selected as an OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact

upon Air Force recruiting and retention." "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

4.11.2.7. A statement of release, addressed to HQ AFPC/DPSIDR, signed and dated by the nominee. The statement will read verbatim: "I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or PII found in AFI 33-332, Air Force Privacy Program, Chapter six, Disclosing Records to Third Parties. I understand those transmitting personal information via email will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph's 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment." Include the following: disclosure statement--voluntary, if permission is not granted, it will not preclude member, who is signing below, from OAY competitions. Ensure that signed statements listed above are on separate memos.

4.11.2.8. The First Sergeant of the Year nominee must also submit a citation, limited to no less than 50 and no more than 70 words (not including opening and closing statements), that provides a specific examples of leadership and job performance; significant self-improvement; and base community involvement. Refer to attachment 3, AFI 36-2805, Special Trophies and Awards for format.

4.11.3. Title Heading:

4.11.3.1. Leadership and Job Performance in Primary Duty: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

4.11.3.2. Significant Self-Improvement: Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.11.3.3. Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory

councils, professional military organizations, associations, and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, or Air Force Association, Sunday School Teacher, and so forth.

4.12. Flying Training Awards Program: The 80 FTW Flying Training Awards program is designed to recognize outstanding instructional performance, rated flight commanders, and support employees. Any active duty pilot (rated officer) from any nation may be nominated for the IP and Flight Commander Awards. Any enlisted, officer, or civilian may be nominated for the Support Employee Award. Nomination categories are IP, Flight Commander, and Support Employee of the Year.

4.13. Annual Flying Training Awards: Nominations for all categories will be submitted on the most current version of AF IMT 1206, *Nomination for Award*, in bullet format. Nominations will be 30 lines, not including headings (i.e. 30 lines of accomplishments, plus headings and acronyms).

4.13.1. The following headings will be used for all annual flying training awards:

4.13.1.1. Job Performance.
(Recommend 15-20 lines)

4.13.1.2. Impact on the Training Environment.
(Recommend 5-9 lines)

4.13.1.3. Professional Qualities.
(Recommend 5-6 lines)

4.13.2. The 80 FTW will select an Overall IP of the Year. The OG may select airframe-specific winners.

4.13.3. AETC/A3F guidance governs due dates for the annual Major General Glenn A. Profitt II (Officer Instructor of the Year), Rated Flight Commander of the Year and Support Employee of the Year awards; however, they are normally due NLT 10 Jan of the year following the award period. The call for nominations from AETC/A3F is normally dropped in October or November of every year. The Annual Awards board for these categories will be the 2nd Thursday of December to allow time to add biographical information, official photos, and final edits prior to the holidays. AETC/A3F parent instruction, AETCI 36-2802, is available here: (<http://static.e-publishing.af.mil/production/1/aetc/publication/aetci36-2802/aetci36-2802.pdf>)

4.13.3.1. After IP, Flight Commander, and Support Employee of the Year winners are selected, squadron commanders will review AETC/A3F guidance to complete the package for submission to AETC. After completing the requirements outlined in AETCI36-2802, squadron commanders will route completed packages through 80 OG/CCE to 80 FTW/DS Workflow and 80FTW/CCE for submission to AETC.

4.14. AETC C3 Award: This award recognizes one individual or team who contributed to AETC strategic objectives and demonstrated key principles of developing a cost conscious culture to achieving savings.

4.14.1. C3 Eligibility: Nominations may be selected from active duty and DoD civilian employees.

4.14.2. Criteria: The nominating organization must define the scope and the impact of the nominee's efforts that substantially contributed to achieving real/tangible savings, supporting a cost conscious culture in the overall success of the unit, AETC and the Air Force. The award should focus on the efforts of cost savings but can include cost avoidance. Simply put, cost savings are reductions in the number of dollars/resources needed to meet mission requirements by executing a certain process or function. Cost avoidance is cost reductions that are not savings. These include, but are not limited to, improvements in efficiency, reductions in unit cost, and reductions in the projected cost of unfunded requirements. This award is not intended to recognize a single or random unfocused act, but rather to acknowledge the long-term, continuing efforts that have significantly and positively enhanced changing unit behavior and shift in organizational culture toward cost consciousness, thereby helping their unit, AETC and the Air Force accomplish its mission.

4.14.3. C3 Submission: The award justification must be entered on the front side of AF IMT 1206, *Nomination Award* in bullet format. Nominations will be 12 lines, not including headings (i.e. 12 lines of accomplishments, plus headings and acronyms) for the annual award. Provide factual and substantiated examples of the nominee's significant achievements and performance. Describe how and the extent to which the nominee helped the organization accomplish its' mission. Bullets should be accurate and succinct, and should describe the nominee's contributions to organizational goals. All accomplishments must have occurred during the award period. Title headings will include:

4.14.3.1. C3 Leadership: Provide an explanation of how the individual or team demonstrated the principles of C3 Leadership.
(Recommend 6 lines)

4.14.3.2. C3 in Action. C3 in Action should cover the new ideas, efforts and impacts of ideas to save or avoid costs.
(Recommend 6 lines)

4.15. Air Force Spouse of the Year – AETC Joan Orr Award Nominee.

4.15.1. Description and Purpose: This award recognizes spouses of military members for their significant contributions to the Air Force. The winner of the Air Force Spouse of the Year Award will be submitted to AETC to compete for the Joan Orr Air Force Spouse of the Year Award. The period of service for the award is 1 January - 31 December.

4.15.2. Eligibility: The nominee's husband or wife must be serving in the Air Force (Active Duty, Guard, or Reserve). Military members (Active Duty, Guard, or Reserve) are not eligible to be nominated for the award.

4.15.3. Criteria: The nominating organization must define the scope and the impact of the nominee's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable nominations will include specific examples in any of these areas:

4.15.3.1. Participation in base and community activities.

4.15.3.2. Articulate and influential spokesperson for the wing, base, or Air Force.

4.15.3.3. Voluntary service in Air Force-related organization and activities.

4.15.3.4. Contributions to the States or to the Nation.

4.15.3.5. Moral and Religious Leadership.

4.15.3.6. Contributions to the resolution of contemporary social problems.

4.15.3.7. Membership in professional, civic, or cultural organizations.

4.15.3.8. Self-Improvement Efforts.

4.15.3.9. Leadership and Other Accomplishments.

4.15.4. Submission: The award justification must be entered on the front side of AF IMT 1206, *Nomination Award* in bullet format. Nominations will be limited to 30 typewritten lines (to include headers, if applicable). Provide factual and substantiated examples of the nominee's significant actions and achievements. Describe how and the extent to which the nominee helped the organization or community. Bullets should be accurate and succinct. All accomplishments must have occurred during the award period. Title headings are not required for this award submission.

Section E - Selection Board Procedures

5.1. General Procedures: Award packages are due in SharePoint the first Thursday of the month following the end of the quarter. Boards will normally occur the 2nd Thursday of the month following the end of the quarter. Board results are compiled on Friday following the boards. 80 FTW/CCC will provide board members with responsibilities prior to reviewing the nomination packages. Following are the board composition procedures for each board:

5.2. Enlisted Selection Board Procedures:

5.2.1. Convening a selection board is the responsibility of the 80 FTW/CCC.

5.2.1.1. Nominees will meet a face-to-face interview board. All nominees must be available for appearance before their respective board unless excused by the board president. If any nominee cannot appear (e.g., TDY or other mission-related reasons), the board will make every effort to interview the TDY individual for an interview. If the interview is not feasible, the board will only review the individuals' nomination packages. The First Sergeant or Superintendent will coordinate with the board president(s) prior to the board date on authorized absences. Leave is NOT an excused absence unless previously coordinated. Last minute leave to miss the board is not acceptable. All unexcused individuals will receive a score calculated to be the average points of the personnel meeting the board for the face-to-face portion.

5.2.1.2. Enlisted boards will convene the Thursday after the package due date.

5.2.1.3. Organizations will provide 80FTW/CCC their board member names at the end of each quarter. Notify 80 FTW/CCC if your organization can't support this requirement so an alternate can be arranged.

5.2.1.3.1. Board members for the Enlisted Annual Board will be CGOs and SNCOs.

5.2.1.3.2. Airman boards will be composed of a TSgt or above as the president, the prior quarter's NCO winner and two or more NCOs.

5.2.1.3.3. NCO boards will be composed of a CGO or SNCO as president, the prior quarter's SNCO winner and two or more SNCOs.

5.2.1.3.4. SNCO boards will be composed of a CGO or CMSgt as president and at least two SMSgts or above board members.

5.2.1.4. Each board member must prepare two questions. The Board President will determine if one or two questions will be asked. Questions should seek a combination of facts and opinions which stimulate discussion and do not have a simple yes or no answer. Questions are limited to issues affecting the Air Force and can include local, national, and international current-events topics.

5.2.1.5. Grading Sheet. The grading sheet shown in Attachment 1 is used to grade nominees under the whole-person concept and will account for 20 percent of the overall score (1206 will account for 80%)

5.2.1.5.1. Nomination Package.

- Job Performance in Primary Duty (40%)
- Significant Self-Improvement (20%)
- Base or Community Involvements (20%)

5.2.1.5.2. Interview Board (military only).

- Military Bearing and Appearance (10%)

- Ability to Articulate (10%)

5.2.1.6. The board president will tabulate and verify all nominees scores for their respective boards and resolve any conflicts prior to adjourning.

5.2.1.7. Dress for board panel members and nominees is service dress. Female members may wear either slacks or a skirt.

5.2.2. If a member is being nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.

5.3. Enlisted Award Winner Responsibilities.

5.3.1. The Airman of the Quarter award winner will serve as an observer on the next Airman of the Quarter board as a mentoring opportunity.

5.3.2. The NCO of the Quarter award winner will sit on the next Airman of the Quarter board. If the NCO of the Quarter award recipient is unable to sit on the next quarter's Airman board, the organization they belong to will provide a replacement.

5.3.3. The SNCO of the Quarter award winner will serve on the next NCO of the Quarter board. If the SNCO of the Quarter award recipient is unable to sit on the next quarter's NCO board, the organization they belong to will provide a replacement.

5.4. Officer Board Procedures.

5.4.1 IP, CGO, FGO, Flt CC, C3, Support Employee (annual only), and Spouse of the Year (annual only) board members will normally be squadron commanders, 80 FTW/DS, 80 OG/CD2, and the board president, 80 FTW/CV (or designated representative). In case of a tie, the board president (80 FTW/CV or designee) will break the tie.

5.5. Civilian category boards:

5.5.1 Convening a selection board is the responsibility of the 80 FTW/CCC.

5.6 Board Scoring Process:

5.6.1 The boards will use a scoring system to select the winner for each category. Scoring will be determined by reviewing the nomination packages. The score sheets are provided in Attachments 2 - 4. The board president will poll the members of the board for their top selection in each category.

5.7. Post-Board Action:

5.7.1 The 80 FTW/DS and 80 FTW/CCC will present the overall results to the 80 FTW/CV and 80 FTW/CC for approval. Board members will keep the results of the

board confidential until after the awards banquet. The 80 FTW/DS and 80 FTW/CCC will provide the final results to the 80 FTW/CCEA.

Section F - Additional Awards

6.1. All functional and additional awards must be approved by the 80 FTW/CC prior to forwarding outside the wing.

6.2. Dorm of the Quarter. This award is chosen by the First Sergeant and Wing Commander.

6.3. 80 DS/workflow will notify 80 FTW/CCE, 80 OG/CCE, and Squadron Commanders of wing suspense dates for any functional or additional awards nominations. This information will be available on SharePoint and will be forwarded to squadron executive officers, commanders and group/wing staff agencies. **NOTE:** Solicitations received outside of 80 DS/Workflow channels must be forwarded to the DS/Workflow box to facilitate wing coordination.

6.4. Forms Prescribed. AF IMT 1206. Ensure the most current version of the AF IMT 1206 is used (located on the AF Publications Webpage).

LANCE R. BUNCH, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References******Adopted Forms******Abbreviations and Acronyms***

AB—Airman Basic
AETC—Air Education and Training Command
AFPC—Air Force Personnel Center
C3—Cost Conscious Culture
CGO—Company Grade Officer
CMSgt—Chief Master Sergeant
DS—Director of Staff
FGO—Field Grade Officer
FSOY—First Sergeant of the Year
GS—General Schedule
HHQ—Higher Headquarters
IFF—Introduction to Fighter Fundamentals
IP—Instructor Pilot
MSgt—Master Sergeant
NCO—Noncommissioned Officer
NSPS—National Security Personnel System
OAY—Outstanding Airman of the Year
OG—Operations Group
OGS—Operations Group Scheduling
SMSgt—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SrA—Senior Airman
SSgt—Staff Sergeant
WG—Wage Grade

Attachment 2

80 FTW Quarterly and Annual Awards Score Sheet (Non-flying Categories)

For Board Members & President

Each board member needs to review the AF IMT 1206 nominations for all nominees. Score each nomination package using the table below and the information listed in attachments 5 and 6. After scoring all of the nomination packages, list the total points and rank order in the bottom row. Both the total points and the rank order will be reported to the Board President.

Category: (CIV/AMN/NCO/SNCO/FSOY/CGO/FGO)	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7	Nominee 8
Leadership and Job Performance in Primary Duties 40 Points Maximum for Enlisted All others 60 points								
Significant Self Improvement 20 Points Maximum								
Base or Community Involvement 20 Points Maximum								
In-person board (Enlisted Only) Bearing and Appearance 10 Points Maximum								
In-person board (Enlisted Only) Ability to Articulate 10 Points Maximum								
Total								
Rank Order								

Board Member's Name & Signature

Attachment 3

80 FTW Quarterly and Annual Awards Score Sheet (Flying Training Award Categories)

For Board Members & President

Each board member needs to review the AF IMT 1206 nominations for all nominees. Score each nomination package using the table below and the information listed in attachments 5 and 6. After scoring all of the nomination packages, list the total points and rank order in the bottom row. Both the total points and the rank order will be reported to the Board President.

Category (IP/Flight Commander/Support Employee)	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7	Nominee 8
Job Performance 40 Points Maximum								
Impact on the Training Environment 30 Points Maximum								
Professional Qualities 30 Points Maximum								
Total								
Rank Order								

Board Member's Name & Signature

Attachment 4

80 FTW Cost Conscious Culture (C3) Score Sheet**For Board Members & President**

Each board member needs to review the AF IMT 1206 nominations for all nominees. Score each nomination package using the table below and the information listed in attachments 5 and 6. After scoring all of the nomination packages, list the total points and rank order in the bottom row. Both the total points and the rank order will be reported to the Board President.

Category (C3)	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7	Nominee 8
C3 Leadership 50 Points Maximum								
C3 in Action 50 Points Maximum								
Total								
Rank Order								

 Board Member's Name & Signature

Attachment 5

80 FTW Quarterly and Annual Awards Scoring Procedures (All Categories)

Each board member needs to review the AF IMT 1206 nominations for all nominees. Score each nomination package using the information below.

1. Scoring procedures for Civ, AMN, NCO, SNCO, FSOY, CGO, FGO categories: Board members and the board president independently assign a score of 6-10 to each nominee in each category and record using one-half point increments. The categories are also weighted. (1) LEADERSHIP AND PERFORMANCE IN PRIMARY DUTY 40% for Enlisted and 60% for all others. (2) SIGNIFICANT SELF-IMPROVEMENT 20%. (3) BASE OR COMMUNITY INVOLVEMENT 20%. IN-PERSON (Enlisted only) 10% for each category. Members will grade each category independently using the 6-10 scale and then multiply by the weighted factor. All three categories will be added together to determine the final score for the package. See below for example. They then rank the order of packages to determine a winner. The board president will use his/her score/rank order to break any ties. Board presidents can deviate from these procedures at their discretion.

- (a) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: 40% Enlisted only/all others 60%
Score from 6-10 is awarded to the category and then multiplied by .60
 $8 \times .60 = 4.8$ or .40 for Enlisted
- (b) SIGNIFICANT SELF-IMPROVEMENT: 20%
Score from 6-10 is awarded to the category and then multiplied by .20
 $9 \times .20 = 1.8$
- (c) BASE OR COMMUNITY INVOLVEMENT: 20%
Score from 6-10 is awarded to the category and then multiplied by .20
 $7 \times .20 = 1.4$
- (d) IN-PERSON, Enlisted Categories Only: 10% for each category
Score from 6-10 is awarded to the category and then multiplied by .10 for each category.
 $7 \times .10 = .7$, $7 \times .10 = .7$ total for in-person board 1.4

2. Scoring procedures for Instructor Pilot, Flight Commander, and Support Employee (annual only) categories: Board members and the board president independently assign a score of 6-10 to each nominee in each category and record using one-half point increments. The categories are also weighted. (1) JOB PERFORMANCE 40%. (2) IMPACT ON TRAINING ENVIRONMENT 30%. (3) PROFESSIONAL QUALITIES 30%. Members will grade each category independently using the 6-10 scale and then multiply by the weighted factor. All three categories will be added together to determine the final score for the package. See below for example. They then rank the order of packages to determine a winner. The board president will use his/her score/rank order to break any ties. Board presidents can deviate from these procedures at their discretion.

- (a) JOB PERFORMANCE, 40%
Score from 6-10 is awarded to the category and the multiplied by .40
 $8 \times .40 = 3.2$
- (b) IMPACT ON TRAINING ENVIRONMENT, 30%
Score from 6-10 is awarded to the category and the multiplied by .30
 $9 \times .30 = 2.7$
- (c) PROFESSIONAL QUALITIES, 30%
Score from 6-10 is awarded to the category and the multiplied by .30
 $7 \times .30 = 2.1$

Member will then add the three results together to determine the overall score for the package.

3. Scoring procedures for Cost Conscious Culture (C3) Award category: Board members and the board president independently assign a score of 6-10 to each team/nominee in both categories and record using one-half point increments. The categories are also weighted. (1) C3 Leadership 50%. (2) C3 in Action 50%. Members will grade each category independently using the 6-10 scale and then multiply by the weighted factor. Both categories will be added together to determine the final score for the package. See below for example. They then rank the order of packages to determine a winner. The board president will use his/her score/rank order to break any ties.

(a) C3 LEADERSHIP, 50%

Score from 6-10 is awarded to the category and the multiplied by .50

$8 \times .50 = 4.0$

(b) C3 IN ACTION, 50%

Score from 6-10 is awarded to the category and the multiplied by .50

$9 \times .50 = 4.5$

Member will then add the results together to determine the overall score for the package.

4. Scoring Procedures for Joan Orr and officer board will weigh merits of competitors to determine the winner.

Attachment 6

80 FTW Quarterly and Annual Awards Evaluation Procedures (All Categories)

1. Board Members Guide to Evaluations: As a member of the selection board, you have accepted the challenge task to determine the winner. It requires complete honesty and objectivity on your part. The selection of individuals to represent the 80th Flying Training Wing as outstanding Airmen, NCOs, SNCOs, and officers at all levels will be based on the evaluation of the written nomination. Listed below are helpful evaluation guidelines:

(a) **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:**

Consider nominee's effectiveness. What kind of **IMPACT** did the member have on the squadron, group, or wing, i.e. the development of new processes, techniques, etc.. and the results of such. How did the nominee's acceptance of responsibilities commensurate with grade and/or position compare?

(b) **SIGNIFICANT SELF IMPROVEMENT:**

What significant self-improvement was demonstrated? Training, off-duty education, achievements in professional or cultural organizations, development of creative abilities, professional military education, CCAF, etc.

(c) **BASE OR COMMUNITY INVOLVEMENT:**

Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Consider the level of impact (HHQ, wing, group, squadron, flight) and weigh the score appropriately. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; i.e. President of Top 3, enlisted dining out committee, member of the Air Force Sergeants Association, Sunday school teacher, and so forth.

(d) **FACE TO FACE PROCEDURES (Enlisted Categories Only):**

Board members will prepare 2 questions each. Questions should seek a combination of facts and opinions which stimulate discussion and do not have a simple yes or no answer. Questions are limited to issues affecting the Air Force and can include local, national, and international current-events topics.

2. Evaluation Tips: Be objective! Base your evaluation on only the information presented, not on your personal knowledge or opinion. **DO NOT, UNDER ANY CIRCUMSTANCES**, adjust the data provided in the packages according to your personal knowledge. If something is missing, grade accordingly. Apply the full range/weight of points across the entire nomination package. Level of impact matters. If a member is a higher headquarters award winner or makes a major impact in the squadron, group or wing, grade that higher than if someone received a letter of appreciation or simply accomplished their daily job. Even though there is a tendency to score in the middle, your scores should probably reflect the full scale, some high, some low, and some in-between. Be consistent throughout. Some evaluators will be "lenient," others "tough." As long as you are consistent, the results will be the same. Don't change your philosophy halfway through the evaluation process.

Attachment 7

AIR FORCE IMT 1206, Non-Flying Award Example

NOMINATION FOR		
AWARD See Note 1 below	CATEGORY (If Applicable) See Note 2 below	AWARD PERIOD See Note 3 below
RANK/NAME OF NOMINEE (First, Middle Initial, Last) RANK / FIRST M. LAST	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE XXXXX / DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 736 - #### & COMMERCIAL: (940) 676 - ####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE ### UNIT SPELLED OUT / XXX / XXX STREET / SHEPPARD AFB / TX / 76311		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) RANK / FIRST M. LAST / DSN 736 - #### & COMMERCIAL: (940) 676 - ####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Enlisted (40%) All Others (60%) 6 bullets</p> <ul style="list-style-type: none"> - Describe significant accomplishments and how well the Airman performed primary and additional duties - Define the scope and level of responsibilities, the impact on the mission and unit - Include any new initiatives or techniques developed by the Airman that positively impacted the unit/mission - Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations <p>SIGNIFICANT SELF-IMPROVEMENT: (20%) 2 bullets</p> <ul style="list-style-type: none"> - Show how the Airman developed or improved skills related to primary duties - Include off-duty education courses, degree enrollment/completion, grade point average, certifications - Include career development, formal training, on-the-job training, certifications, etc. - Site any other relevant training or activity that significantly enhanced the Airman. <p>BASE OR COMMUNITY INVOLVEMENT: (20%) 2 bullets</p> <ul style="list-style-type: none"> - Define the scope/impact of the Airman's positive leadership/involvement in military and civilian communities - Include association and events; e.g., Sergeants of ENJJPT President, youth basketball coach, etc. - Pay particular attention to those that show up versus those that led, organized, orchestrated, etc. <p>IN-PERSON BOARD (ENLISTED ONLY) BEARING AND APPEARANCE: (10%)</p> <p>IN-PERSON BOARD (ENLISTED ONLY) ABILITY TO ARTICULATE: (10%)</p>		
<p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: use "80 FTW Quarterly Awards"; Wing Annual: use "80 FTW Annual Awards" 2. Enter: Amn, NCO, SNCO, Civ Cat I/II/III, CGO, and FGO 3. Quarterly: 1 Jan – 31 Mar, 1 Apr – 30 Jun, 1 Jul – 30 Sep, or 1 Oct – 31 Dec Annual: 1 Jan – 31 Dec <p>ACRONYM LIST:</p> <ul style="list-style-type: none"> - Only Air Force approved acronyms are authorized except for the following: acronyms may be used if defined at the bottom of the AF IMT 1206, but they may not carry onto the second page. 		

Attachment 8

AIR FORCE IMT 1206, Flying Training Award Example

NOMINATION FOR		
AWARD See Note 1 below	CATEGORY (If Applicable) See Note 2 below	AWARD PERIOD See Note 3 below
RANK/NAME OF NOMINEE (First, Middle Initial, Last) RANK / FIRST M. LAST	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE XXXXXX / DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 736 - #### & COMMERCIAL: (940) 676 - ####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE ### UNIT SPELLED OUT / XXX / XXX STREET / SHEPPARD AFB / TX / 76311		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) RANK / FIRST M. LAST / DSN 736 - #### & COMMERCIAL: (940) 676 - ####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB PERFORMANCE: Enlisted (40%) All Others (40%) 6 bullets</p> <ul style="list-style-type: none"> - Describe significant accomplishments and how well the Airman performed primary and additional duties - Define the scope and level of responsibilities, the impact on the mission and unit - Include any new initiatives or techniques developed by the Airman that positively impacted the unit/mission - Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations - Show how the Airman developed or improved skills related to primary duties <p>IMPACT ON THE TRAINING ENVIRONMENT: (30%) 2 bullets</p> <ul style="list-style-type: none"> - Site any relevant activity that significantly enhanced the training environment - Show how the Airman developed or improved skills related to the training environment <p>PROFESSIONAL QUALITIES: (30%) 2 bullets</p> <ul style="list-style-type: none"> - Define the scope/impact of the Airman's positive leadership/involvement in military and civilian communities - Include off-duty education courses, degree enrollment/completion, grade point average, certifications - Pay particular attention to those that show up versus those that led, organized, orchestrated, etc. <p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: use "80 FTW Quarterly Awards"; Wing Annual: use "80 FTW Annual Awards" 2. Enter: Flight CC, IP, or Support Employee of the Year (annual only) 3. Quarterly: 1 Jan – 31 Mar, 1 Apr – 30 Jun, 1 Jul – 30 Sep, or 1 Oct – 31 Dec Annual: 1 Jan – 31 Dec <p>ACRONYM LIST:</p> <ul style="list-style-type: none"> - Only Air Force approved acronyms are authorized except for the following: acronyms may be used if defined at the bottom of the AF IMT 1206, but they may not carry onto the second page. 		

Attachment 9

AIR FORCE IMT 1206, Spouse of the Year/Joan Orr Example

NOMINATION FOR		
AWARD 80 FTW Annual Awards	CATEGORY <i>(If Applicable)</i> Spouse of the Year	AWARD PERIOD 1 JAN – 31 DEC
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> FIRST M. LAST	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 736 - #### & COMMERCIAL: (940) 676 - ####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE ### UNIT SPELLED OUT / XXX / XXX STREET / SHEPPARD AFB / TX / 76311		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> / COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> RANK / FIRST M. LAST / DSN 736 – #### & COMMERCIAL: (940) 676 - ####		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <ul style="list-style-type: none"> - Annual Award justification will consist of no more than 30 typewritten lines (to include headers, if applicable). - Quantify the impact that the individual's contributions had on the organization or community supported. - Use single bullet format only. - Include only accomplishments that were completed during the period of the award. - Emphasis should be placed on results and impact of each accomplishment. - 1206's shall be filled out IAW this example, specifically the top portion. - Include specific examples in any of these areas: <ul style="list-style-type: none"> - Participation in Base and Community Activities. - Articulate and influential Spokesperson for the Air Force. - Voluntary Service in Air Force-related Organizations and Activities. - Contributions to the states or to the nation. - Moral and religious leadership. - Contributions to the resolution of contemporary social problems. - Membership in professional, civic, or cultural organizations. - Self-improvement efforts. - Leadership and other accomplishments. ACRONYM LIST: - Only Air Force approved acronyms are authorized except for the following: acronyms may be used if defined at the bottom of the AF IMT 1206, but they may not carry onto the second page.		

Attachment 10

AIR FORCE IMT 1206, C3 Example

NOMINATION FOR		
AWARD See Note 1 below	CATEGORY <i>(If Applicable)</i> See Note 2 below	AWARD PERIOD See Note 2 below
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> RANK / FIRST M. LAST	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE XXXXX / DUTY TITLE	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 736 - #### & COMMERCIAL: (940) 676 - ####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE ### UNIT SPELLED OUT / XXX / XXX STREET / SHEPPARD AFB / TX / 76311		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> / COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> RANK / FIRST M. LAST / DSN 736 - #### & COMMERCIAL: (940) 676 - ####		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <p>C3 LEADERSHIP: (50%)</p> <ul style="list-style-type: none"> - Define the scope and impact of the nominee's efforts that substantially contributed to achieving real/tangible savings - Define efforts that support a cost conscious culture in the overall success of the unit, AETC, and the Air Force - The award should focus on the efforts of cost savings but can include cost avoidance <p>C3 IN ACTION: (50%)</p> <ul style="list-style-type: none"> - Include any new initiatives or techniques developed by the Airman that positively impacted cost savings - Include improvements in efficiency, reductions in cost, and reductions in the projected cost of unfunded requirements <p>- Quarterly Award justification will consist of no more than 8 single-line bullets.</p> <p>- Annual Award justification will consist of no more than 12 single-line bullets.</p> <p>- Quantify the impact that the individual's contributions had on the organization.</p> <p>- Use single bullet format only.</p> <p>- Emphasis should be placed on results and impact of each accomplishment.</p> <p>- 1206's shall be filled out IAW this example, specifically the top portion.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: use "80 FTW Quarterly Awards"; Wing Annual: use "80 FTW Annual Awards" 2. Enter: C3 Officer, C3 Enlisted, or C3 Team 3. Quarterly: 1 Jan – 31 Mar, 1 Apr – 30 Jun, 1 Jul – 30 Sep, or 1 Oct – 31 Dec Annual: 1 Jan – 31 Dec <p>ACRONYM LIST:</p> <ul style="list-style-type: none"> - Only Air Force approved acronyms are authorized except for the following: acronyms may be used if defined at the bottom of the AF IMT 1206, but they may not carry onto the second page. 		

Attachment 11

AIR FORCE IMT 1206, First Sergeant of the Year Example

NOMINATION FOR		
AWARD 2014 First Sergeant of the Year	CATEGORY <i>(If Applicable)</i> N/A	AWARD PERIOD 1 Jan – 31 Dec YY
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> RANK / FIRST M. LAST	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE XXXXX / DUTY TITLE	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 736 - #### & COMMERCIAL: (940) 676 - ####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE ### UNIT SPELLED OUT / XXX / XXX STREET / SHEPPARD AFB / TX / 76311		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> / COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> RANK / FIRST M. LAST / DSN 736 – #### & COMMERCIAL: (940) 676 - ####		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received; e.g., Lance P. Sijan, and so forth. SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed/improved skills related to primary duties; e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree, enrollment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in First Sergeant Council, Unit Advisory Councils, Professional Military Organizations, associations, and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Air Force Association, Sunday school teacher, and so forth. Note: - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Blank lines are not to be inserted between headers - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206		

Attachment 12

International Winner Recognition Memorandum (Quarterly)

**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

Date

MEMORANDUM FOR RANK FIRST M. LAST

FROM: 80 FTW/CC

SUBJECT: Letter of Commendation

1. Congratulations on your selection as the 80th Flying Training Wing, Field Grade Officer (FGO) of the Xxx Quarter 201#. Type something about his/her accomplishments for the quarter, taken from the AF Form 1206 that was prepared for the nomination or CC's knowledge of accomplishments.
2. I commend your outstanding performance and consistent hard work. In recognition of winning this well-deserved award as the 80th Flying Training Wing, FGO of the Xxxxxx Quarter (#1 of ##), I am granting you a 2-day pass. This was coordinated with the Xxx Senior National Representative. Work with your supervisor for a date to use the pass. Once again, congratulations Call sign (first name for nonpilots) for a job well done!

FIRST M. LAST, Col, USAF
Commandercc:
XX SNR

Attachment 13

International Winner Recognition Memorandum (Annual)**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

Date

MEMORANDUM FOR RANK FIRST M. LAST

FROM: 80 FTW/CC

SUBJECT: Letter of Commendation

1. Congratulations on your selection as the 80th Flying Training Wing, Field Grade Officer (FGO) of the Year, 201#. Type something about his/her accomplishments for the year, taken from the AF Form 1206 that was prepared for the nomination or CC's knowledge of accomplishments.
2. I commend your outstanding performance and consistent hard work. In recognition of winning this well-deserved award as the 80th Flying Training Wing, FGO of the Xxxxxx Year (#1 of ##), I am granting you a 3-day pass. This was coordinated with the Xxx Senior National Representative. Work with your supervisor for a date to use the pass. Once again, congratulations Call sign (first name for nonpilots) for a job well done!

FIRST M. LAST, Col, USAF
Commandercc:
XX SNR